

DECISION SUPPORT SYSTEMS/ COMMON OPERATING PROGRAMS

7796

(No.66 July 2016)

CAL FIRE utilizes software programs to share Intel and data for tactical and strategic decision making. These tools are to be used when available and appropriate but their use shall not be the primary means used for situational awareness, nor shall their use take precedence over real-time, tactical decision making and communications in the field.

SITUATION AWARENESS AND COLLABORATION TOOL (SCOUT)

7796.1

(No.66 July 2016)

CAL FIRE, in association the California Governor's Office of Emergency Services and through a strategic partnership with the Department of Homeland Security's Science & Technology Directorate (DHS S&T) has acquired the Next-Generation Incident Command System (NICS) software for use by California's emergency services professionals. The California deployment of the NICS software is called Situation Awareness and Collaboration Tool (SCOUT). SCOUT provides an information sharing environment to facilitate operational and tactical collaboration among California emergency responders and interagency situational awareness for local, tribal, state, and federal partners for small to extreme scale homeland security incidents, such as natural disasters, technological hazards, intentional attacks, and human-caused emergencies.

SCOUT - GOVERNANCE AND OVERSIGHT

7796.1.1

(No.66 July 2016)

The SCOUT Working Group, along with the assistance of Subject Matter Experts (SME), has been established to build upon, and define, the SCOUT processes to be used by CAL FIRE. The Ad Hoc group consists of:

- 2 representatives from CNR/NOPS
- 2 representatives from CSR/SOPS
- 2 representatives from Sacramento Fire Protection Program
- SME/Super Users, as requested

CAL FIRE SCOUT Administration structure, in addition to the Working Group consists of:

- Principle Executive
 - Director or designee who will represent the agency on the SCOUT governance board.
 - Will approve or deny non-governmental and non-emergency response agencies who request SCOUT sponsorship through CAL FIRE.
- Principle Administrator
 - Reports to Principle Executive and is responsible for SCOUT strategy, program management, operational coordination to Regions and Programs,

and Functional Area Administrator training.

- Functional Area Administrators
 - Responsible for Region level SCOUT management, Region to Unit coordination and training/support to Agency/Unit Administrators.
 - Participates in the SCOUT Ad Hoc Group and provides recommendation for program improvement.
 - Manages additions/deletions Agency/Unit Administrators as needed.
- Agency/Unit Administrators
 - Responsible for user account set up, user training and user helpdesk support.
 - Forwards requests for additional administrators to Functional Area Administrators for approval.
 - Provides recommendation to Functional Area Administrators for program improvement.
- CAL FIRE SCOUT User
 - Responsible for input of information into SCOUT.
 - Responsible to maintain personal user account and password information.
 - Audits and provides feedback to Agency/Unit Administrators for program improvement.

SCOUT – DATA RELEASE 7796.1.2

(No.66 July 2016)

SCOUT data is displayed and entered in “rooms” ([See Cal OES Concept of Operations Document](#)).

Only data provided in the “Incident Map” room is approved for release outside the incident. All other maps/rooms are considered non-approved work products and shall not be released without the approval of the Incident Commander (IC).

- The Scout 'Incident Map' room is approved for release outside of the incident. This includes the public and other departments.
- The Scout 'Intel Room' is for internal department intelligence only, similar to a Report on Conditions (ROC).

([See Policy 0913 – Access to IT Resources](#))

([See Policy 0915 – Prohibited Activities](#))

([See Policy 0917 – Rights](#))

SCOUT – USER ACCESS

7796.1.3

(No.66 July 2016)

Fire control employees with the rank of Fire Apparatus Engineer (FAE) and above should have the ability to access and utilize SCOUT.

Use can be granted to other classifications based on operational needs of the department. Requests for access shall be routed to the local Agency/Unit Administrator.

It is the responsibility of the local Agency/Unit Administrator to remove user rights if an employee separates or access is no longer operationally necessary.

SCOUT user accounts that have not been used within one year shall be removed.

SCOUT – TACTICAL USE

7796.1.4

(No.66 July 2016)

SCOUT may be used on any incident, by any Incident Commander (IC), to share intel for tactical decision making with personnel and resources assigned to that incident. Access to incident data shall be controlled by the use of “rooms.”

SCOUT data shall not be broadcasted without approval of IC (Social media, screenshots, etc.)

SCOUT – STRATEGIC USE

7796.1.5

(No.66 July 2016)

SCOUT should be used as an **internal** department strategic tool. For this policy section, internal is defined as CAL FIRE, and any local government which CAL FIRE has a cooperative agreement. Access to incident data will be controlled by the use of “rooms”. Strategic use of SCOUT is to provide timely information to Unit, Region and Department Duty Chiefs. This information can be used to make decisions in a number of forums. It is imperative that the information is concise, timely and as accurate as possible considering the circumstances of the emergency.

SCOUT shall be used as a strategic tool when an incident meets ROC criteria as defined by policy HB 7794.2

- The Scout 'Incident Map' room is approved for release outside of the incident. This includes the public and other departments.
- The Scout 'Intel Room' is for internal department intelligence only, similar to a ROC.

SCOUT incidents shall be initiated by the Unit Duty Chief, or their designee at the Unit level, from incident information received from the IC. The Region Intel office may initiate a SCOUT incident on behalf of the Unit if requested.

The minimum amount of data to be entered will consist of:

- Incident name
- Incident type

- Single map point depicting latitude/longitude of the initially reported, approximate point of origin for a vegetation fire (utilizing the “wildland fire symbol”) or a single map point depicting latitude/longitude for non-vegetation fire incidents

Once the SCOUT process has been initiated, updates shall be submitted daily by 0600 and 1800. Additional SCOUT report times may be required by the Region Duty Chief. As incident activity decreases and/or no new map updates are available, the Region Duty Chief shall be notified. The IC, with concurrence from the Region Duty Chief, may reduce updating of SCOUT to once daily, or authorize finalizing the incident map in SCOUT.

If an Incident Management Team (IMT) assumes command, SCOUT data entry shall be the responsibility of the IMT.

SCOUT - Contract County

7796.1.6

(No.66 July 2016)

Each Contract County shall be provided a SCOUT access account with the expectation that it be utilized in support of County Protection Area (CPA) / State Responsibility Area (SRA) fire(s).

Each Contract County shall maintain at least one SCOUT Agency/Unit Administrator to manage user accounts. The respective CAL FIRE Administrative Unit will provide a secondary administrator as a backup. These contacts will be identified within Exhibit 5 of the Annual Operating Plan (AOP).

An SRA fire notification process is identified in each Contract County AOP. Upon notification and confirmation by the Operations Coordination Center (OCC) of a fire that is on or threatening SRA, the Region OCC Duty Officer shall document that SCOUT is authorized to be billed to the Emergency Fund. The county may use SCOUT for Local Responsibility Area (LRA) incidents, however costs will be the responsibility of the county.

[\(Handbook Table of Contents\)](#)

[\(Forms and Form Samples\)](#)